

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 12-165

OPEN TO:	All Interested Candidates	OPENING DATE:	October 5, 2012
POSITION:	Cultural Affairs Assistant (Exchange)	CLOSING DATE:	October 18, 2012
GRADE:	FSN-8; FP-6*		
POSITION NO:	I-71802		
WORK HOURS:	Full-time; 40 hours/week		
SALARY:	*Not-Ordinarily Resident: US\$44,737 p.a. (Starting salary) (Position Grade: FP-6 to be confirmed by Washington) *Ordinarily Resident: Rs.972,477 p.a. (Starting salary) (Position Grade: FSN-8)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the position of a Cultural Affairs Assistant (Exchange) in the Public Affairs Section (PAS).

BASIC FUNCTION OF POSITION:

The incumbent of this position, under the supervision of the Cultural Affairs Specialist for Exchanges and Cultural Affairs Officer, develops, manages, and ensures the effectiveness of PAS exchange programs. Incumbent supports, assists, and fills in for the Exchange Specialist to effectively operate and manage the PAS exchange programs, which include but are not limited to the International Visitor Leadership Program (IVLP), Voluntary Visitor Program, and Citizens Exchanges. Incumbent works within PAS on other cultural programs in addition to exchanges. Performs other related duties as assigned by the supervisor.

A copy of complete position descriptions listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. **EDUCATION:** University degree (fourteen years of education) in the liberal arts, sciences or business is required.
2. **EXPERIENCE:** Two years of experience in a professional/business/public relations/communications setting is required.
3. **LANGUAGE:** Level IV (Fluent) Speaking/Reading/Writing English and Urdu are required. This may be tested.
4. **KNOWLEDGE:** Incumbent must be proficient with computers, including basic Microsoft applications. This may be tested. A demonstrable knowledge of interest in the United States including interest/knowledge of U.S. -Pakistan relations is required.
5. **ABILITIES & SKILLS:** Incumbent must have strong interpersonal skills and be equally able to deal with senior officials/politicians as well as young people/students and their parents. Must have good customer service and communication skills, and ability to address small groups publicly and privately. Must be a creative thinker and team player.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at PakJobs@state.gov. Vacancy Announcement Number (e.g. 12-165) must be mentioned in the subject line of the email.

Incomplete applications or submissions received after the closing date will not be considered. Please do not attach any documents with DS-174 form at this stage, you will be advised when your documents are required. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: October 18, 2012

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.